

<b>British Board of Agrément</b>		
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<b>Impartiality Policy</b>		

The British Board of Agrément (hereinafter known as BBA), its Directors, Managers, Staff and other persons involved in accredited activities fully understand the importance of impartiality in undertaking these activities. This policy outlines the principles relating to the impartiality of its activities.

The BBA is committed to impartiality and as such has developed and implemented procedures to manage, identify, analyse and document all possibilities for potential conflict of interests that may emerge from its activities. BBA shall not undertake any actions that it considers creates an unacceptable threat to impartiality. Activities shall be structured and managed so as to safeguard impartiality.

There must not be any tendency on the part of the BBA to allow commercial or other considerations to prevent the consistent impartial execution of activities.

The BBA shall take action to respond to any risks to its impartiality, arising from the actions of other persons, bodies or organisations, of which it becomes aware. When potential threats to impartiality arise, the BBA eliminates or mitigates these threats. This process is monitored on behalf of the Governing Board by the BBA Technical Committee. When relations create unacceptable threats to impartiality then activities cease.

All BBA staff shall act impartially and shall not allow financial, commercial or other pressures to compromise their impartiality and have been instructed to report any situations that might result in threats to impartiality to their line manager and/or Senior Management.

The mechanism used by the BBA to safeguard impartiality is the Governing Board and the Board shall periodically review conformance with the impartiality requirements of the Standards to which the BBA is certified. If the Governing Board of the BBA does not resolve matters to the satisfaction of the Technical Committee, the Technical Committee has the right to take independent action (e.g. informing authorities, accreditation bodies, stakeholders). In taking appropriate action, the confidentiality requirements relating to the client and the BBA shall be respected.

Input from the Technical Committee that conflicts with the operating procedures of the BBA or other mandatory requirements should not be followed. The reasoning behind the decision not to follow the input shall be documented and maintained for review by appropriate personnel.



Signed:

Date: June 2020

For and on behalf of the British Board of Agrément

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#### Document Revision History

Sub Section	Sheet No.	Issue No.	Issue Date	Reason for change
ALL	ALL	6	24/06/2020	Responsibility changed from FAIR Committee to Technical Committee
ALL	ALL	5	14/1/2020	Re-issued and re-signed.
ALL	ALL	4	04/04/2019	Update to FAIR Committee; expansion to cover all activities not just Certification
ALL	ALL	3	15/01/2017	Update committee name to Finance, Audit and Impartiality Committee. Change reference to Company Secretary to Senior Management.
ALL	ALL	2	29/06/2015	Policy rewritten to show the Governing Board as governing impartiality within the BBA. Document reference added policy was formerly BBA 004.
ALL	ALL	1	21/01/15	Document first created.